

## **CITY OF ATLANTA, GEORGIA CLASSIFICATION SPECIFICATION**

**Job Title: Police Property Management Technician, Senior**

**Date: 1995**

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### **Purpose of Job**

The purpose of this job is to serve as lead employee in a function of providing inventory control of police property, impounded and/or evidence property in the Police Department's possession for which it is accountable. Duties include, but are not limited to: assisting in inventory control functions; taking and auditing inventories; maintaining master inventory lists and cards; ensuring all property, evidence and impounded vehicles are preserved, accounted for, released and/or disposed of properly; assisting the public and Police personnel in matters relating to property; compiling reports, and maintaining and updating records for proper documentation.

### **Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

#### **Productivity and Accountability:**

- Reviews documents processed by co-workers to ensure accuracy; discusses errors which may arise and recommends method for corrective action.
- Assists in overseeing the efficiency of operations and use of space; conducts physical inventories of police property; conducts unit inventory audit reporting finding to supervisor.
- Receives, bar codes and issues incoming police equipment; attaches City identifying decals; adds new equipment to computer and updates database periodically.
- Reviews requisitions, maintains and ensures the issuance of supplies for the department; issues and delivers supplies; expedites critical items; reviews and evaluates bids.
- Oversees the processing identification and storage of property/ evidence; ensures all property, evidence and impounded vehicles are preserved, accounted for, released, shipped and/or disposed of properly in accordance with departmental procedures.

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- Sends articles required by law to be destroyed--unclaimed and illegal weapons for official destruction upon receipt of authorization; disposes of alcoholic beverages in accordance with regulations.
- Maintains status of police vehicles including accident damage, location, maintenance and repairs, tags and titles of new fleet vehicles, lost/stolen tags, identifying decals, inventory, etc.

### **Planning and Organizing:**

- Organizes and prioritizes work assignments to meet set deadlines; works to meet the goals and objectives of the department.
- Inventories supplies and equipment for current and future issues; orders and maintains sufficient amount to ensure adequate units are available to perform daily tasks.

### **Communication:**

- Contacts vendors and sales representative to detail departmental supply and equipment needs; may negotiate initial blanket orders and/or contracts for services to be forwarded to appropriate department for finalization.
- Contacts wrecker services or police zone and vehicle body shops regarding transporting disabled police vehicles for repair.
- Discusses release of evidence/property with attorneys and court personnel, insurance executives, citizens, etc.
- Initiates request to state and federal agencies for condemnation of funds and property seized for illegal drug activities.
- Answers the telephone; provides information, advice and guidance; takes and relays messages and/or direct calls to appropriate personnel; returns calls as necessary.

### **Administrative Duties:**

- Reviews and/or approves various reports, forms and requests, and administrative functions in the absence of the supervisor.
- Maintains current field and code manuals, policy and procedures, employee handbooks, various maps, etc., for reference and/or review.
- Substitutes for other supervisors and/or co-workers in temporary absence of same; performs flexible unit assignments as needed in emergency response; performs other administrative tasks as assigned.

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- Reads literature to stay abreast of activities and projects of external agencies; reviews various trade and professional journals and publications.
- Attends shift meetings, seminars and training sessions as required to remain knowledgeable of departmental and city operations, to promote improved job performance and to stay current with changing state/municipal policies, procedures, codes and criminal/civil case law.

### **Equipment Use and Maintenance:**

- Operates City vehicles, non-passenger vans, pickup truck; uses a hand truck to load and unload trucks, to transport supplies within storage area and to stack inventory efficiently; checks equipment for safe operation.
- Operates a computer, printer, etc., to enter, store and retrieve data, to prepare and produce reports, compose routine correspondence and to disseminate information to others on the system using knowledge of various software programs in an effective and efficient manner.
- Operates a photocopy machine to copy and a facsimile machine to transmit and receive correspondence, documents and reports; uses a typewriter to complete forms and documents; uses a calculator to compile and compute numbers for reports and statistics.

### **Record Keeping and Documentation:**

- Maintains inventory card file consisting of a master inventory for DOD equipment, police property and supplies, impounded or confiscated property, etc.; maintains records by cost center, unit and equipment.
- Prepares requisitions, paperwork on confiscated vehicles, surplus vehicle forms, damaged vehicle report, valuables and vehicle inventories, daily time sheet and activity reports, etc.
- Maintains logs and statistics; prepares various weekly and monthly reports.
- Composes and prepares routine correspondence, letters, memoranda and other documents; maintains files and records of reports, forms, requests, memoranda, etc.; completes maintenance requests for equipment needing service and/or repair.
- May complete vehicle maintenance requests, crime, offense, incident, accident, impound and clear-up reports; may document field interviews, arrest bookings, evidence and various other forms and documents.

### **Interpersonal Relations:**

- Interacts with citizens, business owners and the general public by giving information and directions; exchanges information with other agencies.

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- Cooperates with federal, state, and local law enforcement agencies and its officers or representatives when their activities or investigations are related to on-going investigations being conducted by the Atlanta Police Department; works to achieve the highest level of cooperation and efficiency possible. May encounter hostile or irate persons and abusive language.

### **Marginal Job Functions**

- Performs other related duties as required.

### **Knowledge of Job**

Has general knowledge of the principles, practices and procedures of the City, Police Department and the various department operations and functions. Has general knowledge of local ordinances and law enforcement, property management and administrative practices, policies and procedures as necessary in the completion of daily responsibilities. Is able to follow policies, procedures, plans and activities and to monitor performance of subordinates against measured established goals. Knows how to follow operations and staff plans and objectives for the expedience and effectiveness of specific duties of the City. Has general knowledge of all applicable laws, ordinances, policies, standards and regulations pertaining to the specific duties and responsibilities of the job. Knows how to keep abreast of any changes in policy, methods, operations, equipment needs, etc. as they pertain to departmental operations and local law enforcement activities. Is able to effectively communicate and interact with supervisors, employees, members of the general public and all other groups involved in the activities of the City as they relate to the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good human relations skills. Is able to use independent judgement and discretion in managing subordinates including the handling of emergency situations, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has general knowledge of the terminology, principles and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret reports and related materials.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or GED required; one year experience in Police Property Management in a similar law enforcement environment required; or any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities for this job. Must possess a valid Georgia Driver's License.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of job related machines and office equipment. Must be able to move or carry related objects or materials. Physical demand requirements are at levels of those for active work.

**DATA CONCEPTION:** Requires the ability to compare and/or judge the readily observable functional, technical, structural, compositional or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability to communicate with people to convey or exchange professional information.

**LANGUAGE ABILITY:** May require the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures. May be required to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to communicate with and before others using correct English.

**INTELLIGENCE:** Requires the ability to learn and understand subject matter principles and techniques; to make independent judgments in absence of supervision within the scope of respective job duties and tasks; to acquire and be able to expound on knowledge of topics related to primary occupation.

**NUMERICAL APTITUDE:** May require the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; and interpret same as may be appropriate.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape.

**MOTOR COORDINATION:** Requires the ability to utilize job related equipment in the course of accomplishing job duties and tasks associated with respective primary duties.

**COLOR DISCRIMINATION:** May require the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to interact with people (i.e. staff, supervisors, general public and elected officials) beyond giving the receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.